



Policy: 4610
Procedure: 4610.06
Chapter: Case Management and Parole Supervision
Rule: Youthbase Contact Entries

Effective: 11/10/06
Replaces: 4320.02
Dated: 12/29/95

Purpose:

Arizona Department of Juvenile Corrections (ADJC) Parole Officers shall update juvenile movements and status changes from commitment until the date of discharge by entering the information on the automated Windows Youthbase. Parole Officers shall also establish and maintain juveniles' casework records while ensuring the confidentiality of their contents. Case Management and Parole Supervisors shall monitor Youthbase contact entries on all juveniles. (Corresponds to Case Management Standards [6.2](#) and [6.14](#))

Rules:

1. After assigning a Parole Officer to a new commit the **PAROLE SUPERVISOR OR DESIGNEE** shall enter the assignment information in Windows Youthbase.
2. The assigned **PAROLE OFFICER, FAMILY SERVICES COORDINATOR, OR DESIGNEE** shall:
 - a. Complete Family Domain of the Criminogenic and Protective Factors Assessment (CAPFA) program in Youthbase within 14 days of the juvenile's intake into RAC;
 - b. Complete/update CAPFA domains, excluding medical and mental health domains on each community juvenile every 90 days thereafter in accordance with Procedure [4203.03](#) Criminogenic and Protective Factors Assessment; and
 - c. Complete/Update family domain on each secure care juvenile every 90 days in accordance with Procedure [4203.03](#) Criminogenic and Protective Factors Assessment.
3. While the juvenile is in secure care, the **PAROLE OFFICER** shall ensure the Continuous Case Plan/Community (CCP), juvenile contacts, and Multidisciplinary Team (MDT) staffing results are documented in Youthbase within the following timeframes:
 - a. Within five working days of contact enter date and summary of secure care contacts and communications in the Youthbase Contact Screen; and
 - b. Update the CCP every 30 days or more frequently, as needed (i.e. when the juvenile is in the community and goes from placement to home, home to placement, or s/he has new charges).
4. Prior to a juvenile's release from secure care to parole status in the community, the juvenile's **PAROLE OFFICER** shall:
 - a. Enter Transition Plan information into the Prognosis/Transition Details section of the CCP to cover Follow-Up Care, Referrals, and Vocational Planning; and
 - b. Update the Progress and the Service tabs of the Personal Data section 30 days after release.
5. When receiving a discharge notice of endorsement of community juveniles, the **PAROLE OFFICER** shall document the appropriate discharge code in Youthbase:
 - a. If receiving notification of discharge for Criminal Court Action, the **PAROLE OFFICER OR DUE PROCESS HEARING OFFICER** shall enter the appropriate code in Youthbase terminating the case and the effective date endorsed by the Due Process Division.
6. If a juvenile returns to secure care from the community, the **ASSIGNED PAROLE OFFICER** shall enter progress changes in the comments section of each domain within five days of transfer.

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